

FOOD UNIT LEADER

7530

(Revised 1996)

The Food Unit Leader is responsible for determining feeding requirements at all incident facilities, menu planning, determining cooking facilities required, food preparation, serving, providing potable water and general maintenance of the food service areas.

FOOD UNIT LEADER'S RESPONSIBILITIES

7530.1

(Revised 1996)

The following are minimum responsibilities of the Food Unit leader:

- Determine the method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities at base and camps.
- Ensure that sufficient potable water is available to meet all incident needs.
- Set up Food Unit equipment.
- Prepare menus to ensure incident personnel of well-balanced meals.
- Ensure that all appropriate health and safety measures are taken.
- Supervise cooks and other Food Unit personnel.
- Keep inventory of food on hand; check in food orders.
- Provide Supply Unit leader with food supply order.
- Demobilize Food Unit in accordance with Incident Demobilization Plan.
- Maintain Unit Log (ICS 214).

FOOD UNIT LEADER'S 12-HOUR CHECKLIST

7530.2

(Revised 1996)

BRIEFING INFORMATION

BRIEFING INFORMATION

- _____ Agencies assigned
- _____ Anticipated number of personnel
- _____ Manpower on line
- _____ Location of ICP, base, camps, etc.
- _____ Transportation routes
- _____ Transportation vehicles:
 - _____ vans
 - _____ buses
 - _____ private pickups
- _____ Photocopy in camp
- _____ Communications:
 - _____ base radio
 - _____ HTs
 - _____ telephone
 - _____ mobile phone
 - _____ FAX
 - _____ computer
- _____ Ordering procedures:
 - _____ ranger unit
 - _____ USFS Cache
- _____ Access from base to line
- _____ Helibase location
- _____ Drop points located
- _____ Maps
- _____ Major safety problems:
 - _____ base
 - _____ camp staging
- _____ Predicted weather conditions
- _____ Security problems
- _____ Feeding arrangements:
 - _____ CDF kitchen crew
 - _____ caterer
- _____ Tables (15 minimum)
 - _____ chairs (100 minimum)
- _____ Potable water availability
- _____ Fuel types - propane
- _____ Sanitation: chemical toilets to the unit
- _____ Sleeping areas to the unit
- _____ Gray water removal
- _____ Power source

ORGANIZATION

7530.3

(Revised 1996)

The Food Unit leader reports to the Service Branch director or the Logistics Section chief. The Food Unit staff may include cooks, inmate kitchen crews, CCC kitchen crews, CCC work center crews and contract caterers.

PERSONNEL

7530.4

(Revised 1996)

Incident food services may be supplied by agency personnel, or by contract caterers with agency personnel providing support. The Food Unit leader may have a Food Unit assistant located at each camp, and cooks, assistant cooks and helpers for each facility at which fixed food services may be required. A general organization is shown in the Field Operations Guide, pages 2-4.

MAJOR PROCEDURES

7530.5

(Revised 1996)

The following are the major procedures that the Food Unit leader must be concerned with.

BRIEFING

7530.5.1

(Revised 1996)

Obtain a briefing from Service Branch director or Logistics chief.

1. Determine equipment/personnel ordered and ETAs.
2. Establish the approximate numbers of personnel to be fed.
3. Determine feeding restrictions, if any.
4. Determine how food orders will be processed.

LOCATION OF WORK ASSIGNMENT

7530.5.2

(Revised 1996)

Determine location(s) of working assignment and the number of personnel assigned to the Food Unit on the incident. Determine the probable duration of base and/or camp(s) operations.

Establish locations for fixed feeding at the incident base and camp(s).

- Number of persons to be fed in an operational period.
- Delivery times to camp(s), staging areas, etc.
- Availability of water, sewer, electricity, access.
- Terrain considerations (level ground).
- Protection from sun, dust, etc.
- Safe distance from sanitary facilities.

- Vendor(s) for food items if using an MKU.
- Food storage requirements.

METHODS OF FEEDING

7530.5.3

(Revised 1996)

1. Initial Attack Incidents

It is expected that CDF resources will be able to subsist themselves with rations, MREs, etc. for the first two meals. In some circumstances the incident commander may elect not to require the incident resources to subsist themselves when another, better option is available.

2. Extended Attack

A. Stations, camps, restaurants, prepared meals and sack lunches

For small, short-duration incidents where no incident base will be established, feeding arrangements may be made using fire stations, conservation camps, local restaurants, prepared meal vendors or sack lunches.

B. **Food Dispenser Units (FDU)** - CDF Food Dispenser Units or steam tables should be used, when available, when the number of meals to be served will not exceed the unit's capacity (200-300 meals).

C. **Mobile Kitchen Units (MKU)** - When the needs of the incident exceed the capacity of the FDU, a FDU is not available, an incident base has been established, or an incident management team will be assigned, Mobile Kitchen Units will be the first choice for feeding of incident personnel. CDF MKUs should be used first followed by MKUs from cooperating agencies and then rented MKUs with CDF kitchen crews.

D. **Contract Catering Services** - If a CDF, Contract County, cooperating agency or rented MKU is not available within 14 hours from the time of order until the first meal is expected to be served and 600 or more meals will be served during the life of the incident, then a contract catering service may be used. When it has been decided to use a Contract Catering Service the low bid provider for the operational area of the incident will be used. If the low bid provider is not available due to other activity then the next lowest bidder can be used.

3. Determine the estimated duration of incident base and camp(s) operation.

4. Establish the expected number of personnel to be fed at each location.

5. Consider food supply availability and turnaround times.
6. Consider the use of prepared meals, lunches and rations for remote camp(s), staging areas, heliports, etc.
7. Establish helicopter support need and availability for servicing outlying facilities.

OBTAINING EQUIPMENT AND SUPPLIES

7530.5.4

(Revised 1996)

Obtain the necessary equipment and supplies to operate the food unit. This can be done by:

1. Determining the type of kitchen facilities to be used.
2. Establishing electrical, water, sewer and gas (LPG) requirements for each kitchen location.
3. Arranging for appropriate shading, lighting and other needed equipment with the Facilities Unit leader.
4. Arranging for any necessary vehicles or transportation with the Ground Support Unit leader.
5. Establishing potable water requirements at the incident base, camp(s), staging areas, line operations and other facilities.
 - Determine potable water sources that can be used.
 - Make water source locations known to the Service Branch director or Logistics chief.
 - Arrange for water transportation and storage with ground support and with Facilities Unit leaders.
 - Advise the Service Branch director or Logistics chief of the requirements for obtaining and providing drinking water to Operations Section personnel.

PREPARING MENUS

7530.5.5

(Revised 1996)

Prepare menus to ensure well-balanced meals for incident personnel:

1. Establish nourishment requirements.

- Consider the type of incident and the nature of activity.
 - Provide a variety of nutritious meals.
 - Consider the number of personnel, the availability of food and kitchen capability.
2. Ensure that all meals are appealing and nutritious.
- Monitor food service to determine if changes need to be made in menus, food handling, cooking and feeding areas.
 - Monitor weather conditions to ensure an adequate supply of liquids.
 - Obtain feedback from other incident personnel on the adequacy of food service and get suggestions for changes that could improve overall service.
 - Consider transportation time and methods for meals delivered to remote sites.

HEALTH AND SAFETY MEASURES

7530.5.6

(Revised 1996)

Ensure that all appropriate health and safety measures are taken. Be aware of the following:

1. Health requirements for food handlers (use local and state health regulations).
2. Monitor eating and cooking areas to ensure they are kept clean and neat.
3. Make sanitation, garbage pickup, dust abatement and policing requirements of the food service areas known to the Facilities Unit leader.
4. Establish security requirements of food service areas.
5. Consider using the local health department for inspection of food preparation and eating areas.
6. Consider handwashing and toilet facilities for food preparation personnel.

SUPERVISING FOOD UNIT PERSONNEL

7530.5.7

(Revised 1996)

Close observation of the Food Unit personnel and their work will make for a more efficient operation. This can be done by:

1. Thoroughly briefing all assigned personnel on incident feeding requirements at all facilities.
2. Establishing work schedules for all assigned personnel.
3. Making health and safety rules known to all assigned personnel.
4. Monitoring the work activities of all assigned personnel.

INVENTORIES

7530.5.8

(Revised 1996)

In the Food Unit operation there are large amounts of food served and stored for future use. The high costs of this food mandate that each Food Unit leader be aware of any waste or misuse of these items. An established inventory program will help keep track of stored items and reduce waste.

1. Establish who is to receive and inventory food supplies.
2. Designate specific areas for receiving food orders.
3. Maintain close contact with Logistics, Plans and Operations chiefs to determine future food needs.
4. Obtain necessary security for food storage areas through the Facilities Unit leader.

FOOD SUPPLY ORDERS

7530.6

(Revised 1996)

Food supplies may be ordered directly by the Food Unit leader or through the Supply Unit ordering manager. Check with the Logistics chief to see which method will be used on an incident-by-incident basis. Plan food orders carefully on all incidents to minimize waste and/or returns:

1. Use preestablished menus and quantity checklists whenever possible.
2. Estimate quantities of food supplies required for each meal.
3. Ensure that condiments, kitchen and feeding supplies are ordered in addition to food items.

FOOD SUPPLY ORDERS PLACED THROUGH THE SUPPLY UNIT

7530.6.1

(Revised 1996)

1. Advise the Supply Unit leader of any known agency-specific requirements for ordering of food items, "term bids," forms, etc.
2. Establish a schedule for placing and receiving food orders and make turnaround requirements known to Supply Unit personnel.

FOOD SUPPLY ORDERS PLACED DIRECTLY BY FOOD UNIT LEADER 7530.6.2

(Revised 1996)

1. Determine the specified ordering point from the administrative unit handling the incident and make contact with ordering point personnel.
2. Request a list of "term bidders" from the administrative unit handling the incident if orders are to be placed directly with suppliers.
3. Establish a schedule and specific procedures for food orders with ordering point personnel or suppliers.
4. Make ordering point personnel or suppliers aware of food unit turnaround requirements for receipt of food supplies.

TERM BIDS

7530.6.3

(Revised 1996)

All purchases of commodities over \$1000.00 require documentation of alternate price quotes, including those made for "going fires." If alternate price quotes are not possible, an explanation of the circumstances is mandatory. Purchases over \$1000.00 that do not have alternate price quotes must be reported to the deputy director for Management Services via the Business Services Office at the time of the purchase or as soon as possible.

To facilitate the continuous purchase of subsistence materials, sack lunches and prepared meals during emergency incidents, units/camps may develop documented price comparisons semiannually. These price comparisons are commonly referred to as "term bids" and are used to reduce the necessity of obtaining repeated price quotes for the same items. These price comparisons are good for a maximum of six (6) months and must be on file with the delegated purchasing files, for audit purposes, at the place of purchase as well as at the region headquarters. When purchases are made based on term bids, indicate "TERM BID ON FILE" on the face of the purchase document.

If the only anticipated use of these term bids is for emergency incidents, the term bid should be done prior to fire season. In all cases, term bids are good for a maximum of six (6) months.

Three or more vendor bids are required. When less than three vendors are willing to participate in the term bid solicitation, an explanation must be noted on the term bid listing.

Term bids may be done on a region, area, unit, camp or location (incident) basis. If the term bids are done for a large area (region, area or unit), inclusion of a travel allowance may be added. The basis for the travel allowance must remain constant for the entire area covered by the bid. For example, using a \$50.00/hr. rate for travel, apply it to all vendors based on the amount of time it takes a CDF employee to travel to and from the vendor's facility. Use the lowest overall vendor (including travel time). This could change, depending on where the incident is located in relation to the vendor's facility. You could also choose to include a delivery charge instead of a travel charge; have each vendor include their delivery charge so all are quoting similar prices. Ask if there is a restocking charge on unbroken case lots and apply the restocking charge and delivery charges to the overall cost quoted by all vendors.

If a vendor offers a sale, which is lower than the term bid vendor, you may purchase from the vendor offering the sale. Indicate on the purchase document that it was an "opportunity purchase (sale)" which was offered at less than the term bid price. Each region and/or purchasing unit (place of purchase) will maintain an auditable file of all purchases and related supporting documentation such as copies of the invoices, term bids, purchase documents etc. The file must be available for review and audit upon request. Each purchase document must indicate the alternate price quote information either on the form or on an attached sheet of paper. If term bids are used, the words "term bid on file" must appear on the purchase document. A copy of these term bids must be maintained in the same location as the special delegated purchasing files. If the unit/camp or incident transfers their records to Region Headquarters, Management Services Section, the purchase documents may be transferred along with all other related documents.

In the case of emergency incident purchasing, copies of the term bids, purchase documents and supporting documents will be maintained in the unit emergency resources directory and at the purchasing facility (camp, service center, etc.) which has the responsibility for the incident. A copy of all term bids will be sent to the region office and will be maintained along with copies of all delegated purchase documents.

PROCEDURE - FOOD STUFFS

7530.6.4

(Revised 1996)

Create a list of the various items to be priced out by the participating vendors. Make the list specific; if you want first quality foods, indicate that on the listing so that all vendors submit prices for the same quality materials. A sample Food Bid Sheet is included in the exhibits. If units/camps or incidents choose to create their own bid sheets, they must be a representative sampling of the desired items and quantities of materials carried by the vendors.

Make a thorough review of each price quote noting any abnormally low or high prices on items quoted. In most cases all term bids will be fair and honest, but the Food Unit leader must be wary of "low ball" bids where seldom used items are bid exceptionally low and high use items have prices inflated to the advantage of the vendor. Also be aware of "across the board" low ball bids that do not reflect the true ability of a vendor to supply large

quantities of food items to an incident. This may be an attempt to "buy the bid" or "bait and switch," charging much higher prices when the incident actually makes a large purchase.

PROCEDURE - SACK LUNCHES AND PREPARED MEALS

7530.6.5

(Revised 1996)

For prepared meals create a listing of the various items included in the meal requested. A sack lunch bid sheet is included in the exhibits and menu items must be selected from the Catering Service Contract. If you include transportation charges apply the same charges evenly to all vendors and select the lowest overall vendor. See Sack Lunch Specifications ([see exhibit](#)) and Sack Lunch ([see exhibit](#)).

CONTRACT CATERING SERVICES

7530.7

(Revised 1996)

On some incidents it may be expedient to use a catering service to feed incident personnel. Contracts have been established with qualified catering services in each of CDF's administrative areas. If 600 or more meals will be served during the life of an incident and an MKU is not available, a contract catering service may be used. The operations of the food unit differs only slightly when a contract catering service is used for incident feeding. The Food Unit leader should use the following information to ensure a smooth running operation.

CHECKLIST WHEN USING A CATERING SERVICE

7530.7.1

(Revised 1996)

This checklist is intended for use in those instances where a catering service is used to provide incident feeding. See Contract Catering Service Use Check List ([see exhibit](#)).

SPECIFICATIONS-GENERAL REQUIREMENTS

7530.7.2

(Revised 1996)

The contract catering service is to include all phases of food preparation and serving normally associated with the trade as required in the current catering service contracts. See current contract in Mobile Catering Services Specifications ([see exhibit](#)).

STATE FURNISHED PROPERTY

7530.7.3

(Revised 1996)

The State shall deliver to the contractor the property and equipment as specified in the current catering services contracts.

STATE FURNISHED SERVICES

7530.7.4

(Revised 1996)

The State (CDF) shall furnish all labor, materials and equipment as required by the current catering services contracts.

MEAL COUNT

7530.7.5

(Revised 1996)

The State shall provide a person to count the number of meals being served. This count shall be done by head count (plate count may be used as a backup).

- All first helpings will count as a meal, with or without the entree.
- Additional helpings at the dinner meal **will not** be considered an additional meal unless a meat helping is served.
- Additional helpings at breakfast and buffet lunch **will not** be considered an additional meal.
- The number of meals counted shall be recorded on Daily Meal Order/Invoice and reconciled with the contractor and signed by the Food Unit leader and contractor at the end of each meal and forwarded to the Procurement Unit at the end of each day. See Daily Meal Order/Invoice Mobile Food Service ([see exhibit](#)).

HEALTH AUTHORITY NOTIFICATION

7530.7.6

(Revised 1996)

When a contract catering service unit is dispatched to an incident, the ordering unit may notify local health authorities, as per the current Catering Services Contracts, of the time, location and type of services to be performed.

FUEL TENDER

7530.7.7

(Revised 1996)

The state will allow the contractor to use a state fuel tender, when available. Any costs of services/supplies that are to be billed to the state will be deducted from payments due the contractor.

REPAIRS TO CONTRACTOR'S EQUIPMENT

7530.7.8

(Revised 1996)

The state may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payments due the contractor.

CONTRACTOR-FURNISHED EQUIPMENT, SUPPLIES AND PERSONNEL 7530.7.9

(Revised 1996)

The contractor shall furnish all labor, food, condiments, supplies, eating utensils, cooking and serving equipment and other materials as required by the contract.

NOTE: It is recognized that during times of emergencies, the contractor may not be able to furnish some items required. The state may furnish items to the contractor and deduct the cost from payments due.

CONTRACTOR RESPONSIBILITIES

7530.7.10

(Revised 1996)

The contractor is required to provide all equipment and services specified in the current catering service contracts. Failure to provide any of the required equipment, materials or services may be cause for release of the contractor's services and equipment. If a contract catering service is released from an incident for violation of the contract conditions, an evaluation form must be completed and forwarded to the incident Logistics chief. The evaluation form must give the reasons for the release and must be signed by both the Food Unit leader and the contractor's representative.

ORDERING A CONTRACT CATERING UNIT

7530.8

(Revised 1996)

REQUIRED INFORMATION WHEN PLACING ORDERS

7530.8.1

(Revised 1996)

Persons ordering contract catering services will furnish the following information to the ordering point personnel:

- The resource order number, request number and name of the incident.
- The exact location or designated site where the contractor can meet the state representative for escort or further instructions to the incident.
- The estimated number of persons to be fed the first three (3) meals and the time the first meal is needed.
- The name, title and phone number of the person to contact for further information

- The name and title of the person to contact at the incident.

REQUIRED LEAD TIME AFTER AN ORDER HAS BEEN PLACED

7530.8.2

(Revised 1996)

The contractor shall be allowed the following lead time for reporting to an incident and for being ready to serve the first meal.

- Two (2) hours loading or mobilization time.
- Up to a maximum of ten (10) hours of travel time (normally on paved roads) from the designated dispatch point to the designated site or escort location. When the contractor agrees to a shorter delivery schedule, he/she is obligated to perform in accordance with the agreed upon schedule.
- Two (2) hours kitchen set-up time after a mutually agreeable site at the incident has been established.

ORDERING HOT MEALS, BUFFET AND SACK LUNCHES

7530.8.3

(Revised 1996)

Orders for hot meals, buffet and sack lunches and the times to be served will be placed by the Food Unit leader. **No other persons are authorized to place additional orders.**

The contractor shall be notified of the anticipated number of hot meals, buffet and sack lunches at least six (6) hours (8 hours for meals being placed in approved insulated cans) before time to be served or delivered.

It is imperative that hot meals, buffet and sack lunches be served at the times ordered because of the emergency nature of fire fighting. Failure on the part of the contractor to meet the meal or sack lunch schedule may result in termination of services.

CANCELLATION OF A CATERING SERVICE

7530.8.4

(Revised 1996)

A catering service may be canceled at any time prior to any meals being served. In the event an order is canceled, the contractor will be paid for the number of meals ordered for the first meal plus mileage, if applicable.

REASSIGNING A CATERING SERVICE

7530.8.5

(Revised 1996)

A catering service may be reassigned to another incident at any time prior to serving any meals on the incident. Reassignment to another incident is not considered a relocation and no relocation fee is allowed.

RELOCATION OF A CATERING SERVICE

7530.8.6

(Revised 1996)

After a catering service has arrived and set up at an incident, the state may have a need to relocate the catering service to another location on the same incident, which entitles the contractor to a relocation fee of six hundred dollars (\$600.00). This additional take-down/set-up must be ordered in writing by the Food Unit leader or Logistics chief.

7530.8.7

REDUCTION/CANCELLATION OF MEALS, BUFFET OR SACK LUNCH ORDERS

(Revised 1996)

Any reduction or cancellation of hot meals, buffet or sack lunches must be made five (5) hours in advance of serving time. Any reduction or cancellation of sack lunches must be made five (5) hours in advance of time for delivery.

RELEASING A CATERING SERVICE

7530.8.8

(Revised 1996)

A catering service may be released after serving has begun if 24-hour notice is given to the contractor's representative. The 24-hour notice is required to allow the contractor to use or retrograde any unneeded food supplies. If the contractor's representative and the Food Unit leader mutually agree, the contractor may be released with shorter notice.

EQUIPMENT REQUIREMENTS

7530.9

(Revised 1996)

When using a contract catering service, the contractor shall be capable of feeding 2000 persons at the rate of 350 persons per hour. The contractor shall have, on site and available to him/her, all equipment specified in the current catering service contracts for the kitchen and food preparation areas, hand washing, storage, refrigeration, waste collection and health protection.

ADDITIONAL SAFETY EQUIPMENT

7530.10

(Revised 1996)

All vehicles required to have steps and rails shall have steps and rails meeting OSHA standards.

INSPECTIONS DURING USE

7530.10.1

(Revised 1996)

At any time during use, the Logistical Unit personnel may make or cause to be made, such inspections as deemed necessary for the purpose of determining that equipment and personnel currently meet specifications in the current contract.

VEHICLE AND EQUIPMENT MARKING

7530.10.2

(Revised 1996)

All of the contractor's vehicles and equipment shall be permanently marked with an identification symbol affixed to each piece of equipment and each vehicle. The symbol shall be the same for each vehicle and each piece of equipment.

MENU REQUIREMENTS

7530.11

(Revised 1996)

The contractor shall provide tasty, well-balanced hot meals and sack lunches. The contractor may also offer buffet lunches and/or salad bars that will only be served when specifically ordered by the state. All meals will be consumed at the incident dining area, except for sack lunches and hot cans supplied to other locations.

Minimum quantities, variety, quality standards and sample menus are listed in the current contract (see sample menus).

PACKAGING AND MARKING SACK LUNCHES

7530.11.1

(Revised 1996)

Sack lunches ordered from the catering service shall be packaged and marked in accordance with the current catering services contracts.

NOTE: **The state will not purchase any frozen sandwiches.**

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

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